

# CONSERVATION DISTRICT SUPERVISOR ROLES



## Chairman duties:

### *Prior to meeting:*

- Assists the District Administrator in developing agenda items for board meetings.

### *Meeting:*

- Presides at all meetings of the full board in accordance with Sturgis Parliamentary procedures.  
*Unlike other boards, the chair does not lose the right to vote.*
- Follow Open Meeting rules: (MCA 2-3-201 through 2-3-221)

A meeting means the convening of a quorum, whether corporal, or by means of electronic equipment (phone) to hear, discuss, or act upon a matter. All meetings must be open to the public.

- Starts the meeting on time and encourages all board members to be on time for a meeting.
- Introduce board members and visitors. Determine if any visitors would like to be called upon under "Open Mic."
- Sign, approve and manage business matters of the Board.

### *Other:*

- Keep the board focused on the mission, vision, and goals of the Board. Delegate assignments and duties to other board members.
- Perform other duties as assigned by the Board.



## Treasurer duties:

- Keeps complete financial records.
- Reviews/approves claim vouchers submitted by supervisors/employees, bills to be paid, and other expenses.
- Develop a plan to separate financial duties performed by an employee, treasurer and/or supervisors to ensure fiscal integrity.
- Prepare a treasurer's report in writing to be presented at each regular meeting (per state law)
- Assists with and/or develops the CD budget
- Required to have a surety bond for all officers/employees who are entrusted with funds or property (per state law)
- Typically has signatory authority on checks (per state law, each check should have two supervisor signatures)

## Secretary duties (Optional):

- Notifies board members of each meeting.
- Places business items on the agenda.
- Keeps the board meeting minutes.
- Records committee actions and correspondence on behalf of the board.
- Documents all forms of communications and prepares district reports.

**Chairman:** Provide leadership to the Board and to ensure the group operates efficiently, effectively and orderly.

**Vice Chairman:** Assumes all duties and responsibilities in the absence of the chairman in conducting the meeting. Additional duties may be presiding over committees.

**Treasurer:** Keep full and accurate records of all financial transactions and provide oversight of the CD finances.

**Secretary: (Optional)** In most cases, the Administrator acts as the secretary. Several CDs' combine the responsibilities of Secretary and Treasurer.

## Did you know?

- The chair has full rights as a member of the board and can vote, make motions, and express opinions just like any other member.
- A quorum is required for business decisions.
- Associate supervisors may not make a motion nor can they vote on business decisions.

## Other helpful suggestions . . .

- The Chair should assign responsibilities and appoint committees to get work accomplished.
- The Chair should orient new board members and ensure all supervisors get training as needed.
- Appoint a supervisor to be the personnel director.
- If a personnel issue is brewing, address it sooner than later and be sure to follow through as necessary.
- Refresh yourselves on Open Meeting Rules
- Contact us at the DNCR CD Bureau for assistance when needed!



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